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## Circular Letter

August 31, 2011

TO: **ALL CALPERS EMPLOYERS**

SUBJECT: **my|CalPERS Resources to Get You Started**

CalPERS will be launching the new my|CalPERS system on September 19. The Public Employer Readiness Team (PERT) has prepared some valuable resources to assist you as you get ready and begin to use the new system.

We strongly encourage you to carefully review the following attached documents as they will provide you with essential information as we transition to my|CalPERS.

### **Getting Started with my|CalPERS**

The *Getting Started with my|CalPERS* document was developed to highlight things you should be aware of once you begin using the new my|CalPERS system. It contains a checklist of activities, references to related resource materials, reminders, important dates to consider, and a Forms Transition Guide, which specifies what will happen to forms you may currently use after the launch of my|CalPERS.

### **Readiness Guide for Employers**

The *Readiness Guide for Employers* was developed to help your organization assess its readiness to conduct business with CalPERS utilizing the new my|CalPERS system. The guide includes the educational and technical steps for both online reporters and file reporters.

### **System Conversion Impacts for Employers (Revised Version)**

Circular Letter 200-022-11, dated April 22, 2011, provided the *System Conversion Impacts for Employers* document to inform your organization of the critical dates of key business activities as we transition to my|CalPERS. This document has since been updated. The following revisions have been made:

- Page 2 - Retirement Enrollment  
The ACES view-only dates have been revised and clarification was added that ACES will not be available after October 31.
- Page 7 - Health Enrollment  
The ACES view-only dates have been revised and clarification was added that ACES will not be available after October 31.

- Page 7 - Health Payments  
The date for advance billing of Health Premium invoices for October coverage period has been revised.
- Page 8 – Supplemental Income 457 Plan Payroll Contribution Submission  
The begin and end dates of pay periods to submit payroll contributions reporting and payments have been revised.

These documents are available from the PERT area of CalPERS On-Line at **[www.calpers.ca.gov/pert](http://www.calpers.ca.gov/pert)**. In addition, we have a new **my|CalPERS News for Employers** Web page, which will provide you with the latest news, updates, and information about the my|CalPERS system.

PERT is committed to helping you as you get ready and begin to use my|CalPERS and we hope that these resources will be of value to you. If you have any questions, please call our CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

KAREN DEFRANK, Project Manager  
Public Employer Readiness Team (PERT)

Enclosures

[Getting Started with my|CalPERS](#)

[Readiness Guide for Employers](#)

[System Conversion Impacts for Employers \(Version 2\)](#)